

UNITED STATES GOVERNMENT

Memorandum

TO : Director of Logistics

DATE: 5 August 1963

FROM : Acting Chief, Logistics Services Division

SUBJECT: Monthly Activity Report - July 1963

1. The DCI departed Washington on 1 August, to be gone through the 13th of August. Plans made in coordination with the Real Estate & Construction Division were acted on with the result that a good start was made on the project to install new air conditioning equipment in his private offices. All work including the repositioning of furnishings should be completed on the 13th of August or before.

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2. This Division's target date to commence the moves of the OTR and the MS into the Broyhill Building is 15 September. The architect on the job, [REDACTED] agrees this date is realistic provided solutions are reached on the problems of elevator controls and installation of required security alarms. Elevator rewiring for control purposes will require about 6 weeks, and negotiation of a contract for alarms is being held up because of a non-availability of funds.

3. Carpentry and electrical work on the DDI's reorganization for an All Source Center continues. As of 31 July, this Division had relocated 21 integral units comprising 203 personnel. As of the same date, 59 units comprised of 650 personnel remained to be reorganized. It is apparent that establishing the All Source Center for the DDI has become a complete physical reorganization of his entire Headquarters complex. In the light of this knowledge, a memorandum was prepared and forwarded requesting authority to exceed restrictions on the obligation of funds for reimbursable work by the GSA in the amount of \$75,000.00. 25X9A2 25X9A2

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4. The special, trial shuttle run established for the N. P. I. C. between Headquarters [REDACTED] is proving to unjustifiable. During the first 16 days of operation, a total of 124 passengers were delivered from Headquarters to Building [REDACTED] and a total of 99 passengers from [REDACTED] to Headquarters. Heaviest usage occurs at 1630 hours in delivering passengers from [REDACTED] to 1016 16th Street, apparently on their way home. 25X1A6a

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GROUP 1
Excluded from automatic
downgrading and
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5. Civil Defense emergency supplies of food and containers for water will be delivered to the Headquarters Building about 15 August for storage in the basement. Preparing for this required the Logistics Services Division to give up all space used by it for storage of furniture and equipment. Space now used, and to be made available in [REDACTED], is increasingly important to LSD's Building Services Branch.

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6. The switchboard at the [REDACTED] can accommodate expansion only to the extent of 4 additional branch lines. Telephone Facilities Branch requested the Chesapeake and Potomac Telephone Company to furnish an estimate of cost for the installation and rental of a larger automatic switchboard. It is believed such equipment will cost about \$2,000 per month. This problem will be looked at more closely after receipt of the telephone company's cost estimate.

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7. Internal moves and reorganizations directed at releasing 6,000 square feet of space on the 5th floor for the OSA/DDR are progressing. On 5 July, the Office of Personnel's portion was completed with relocation of 90 people. The FE Division's part of this reshuffle was completed on 19 July with relocation of 65 people into space vacated by the OP and the Audit Staff. The SR Division is scheduled to relocate 45 people into space vacated by the FE Division on Wednesday, 7 August. The immediate object of freeing space for the OSA/DDR will be accomplished about 15 August with the relocation of DODS.

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8. Relocation of OCR's Map Library from the Washington [REDACTED], was completed on 16 July.

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9. During the month, two pneumatic tube stations were in-activated permanently and one temporarily. As of 31 July, 87% of the available tube stations were in use as follows:

| <u>SYSTEM</u> | <u>ACTIVE STATIONS</u> | <u>INACTIVE STATIONS</u> |
|---------------|------------------------|--------------------------|
| "A" | 75 | 13 |
| "B" | 33 | 3 |
| "C" | 22 | 3 |
| | <u>130</u> | <u>19</u> |

The efficiency of the pneumatic tube system operation has been reflected in figures that resulted in a faulty, distorted picture of the operation. This came about when the theoretical capacity

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figures were used. Theoretically, each of the systems monitoring stations can accept, read and direct one message carrier every 3 seconds. For all practical purposes, it is nearly impossible humanly to feed the systems with carriers at this rate. Operating instructions for the system require a wait of 10 seconds between introductions of carriers into the system. A norm of efficiency is being established based on the 10 second interval rather than the 3 second capacity.

10. A memorandum was received from the Director, National Indications Center (NIC) in the Pentagon requesting an expedited delivery of State Department cables to NIC. His request was accepted and the requested cables are being delivered to NIC within 4 hours of release from State Department on an around-the-clock basis. The procedure devised is simple and was coordinated in by Cable Secretariat and the Office of Current Intelligence.

25X1A ✓ 11. It is estimated that during the month of July the LSD obligated funds to the GSA for reimburseable services in the amount of [REDACTED] in excess of 1/12 of the FY 64 budget for contractual services. The following displays authorizations versus obligations in this sub-account for the Space Allocation and Facilities Branch:

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*Not an added accumulation

12. Attached are the detailed reports from each of the LSD Branches.

Distribution:

Orig. & 1 - Addressee
1 - LSD (Official)

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